

Retention and Classification Report

Agency: Department of Human Services. Bureau of Internal Review & Audit (389)
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Records Officer Catherine Taylor

80252	Audit reports
25828	Fraud investigation reports
10479	Working papers

AGENCY: Department of Human Services. Bureau of Internal Review & Audit

SERIES: 80252

3

TITLE: Audit reports

DATES: 1974-

ARRANGEMENT: Chronological by order of issuance of report with the calendar year.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Reports of audits and reviews created as a result of interdepartment audits. They include an introduction, background, findings, conclusions, and recommendations of the program audits. The auditee may be a Department of Human Services(DHS) division, institution, office, region, bureau, or a contract provider of DHS or its divisions.

RETENTION:

Retain 10 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 7.

AUTHORIZED: 05/12/1999

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Human Services. Bureau of Internal Review & Audit

SERIES: 80252

TITLE: Audit reports

(continued)

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits. Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Human Services. Bureau of Internal Review & Audit

SERIES: 25828

3

TITLE: Fraud investigation reports

DATES: 1993-

ARRANGEMENT: Chronological by order of issuance within the calendar year.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Reports prepared by internal or external auditors as part of fraud investigations, audits, and reviews of financial and managerial programs of the Department of Human Services. The records include auditors notes, drafts of reports, raw data, information about informants, witnesses, perpetrators, and victims.

RETENTION:

Retain 10 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 7.

AUTHORIZED: 04/01/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative

AGENCY: Department of Human Services. Bureau of Internal Review & Audit

SERIES: 25828

TITLE: Fraud investigation reports

(continued)

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(9)(a)-(e); UCA 63G-2-305(16) (2008)

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302 (2008)

Controlled. Contains medical, psychological, psychiatric data

AGENCY: Department of Human Services. Bureau of Internal Review & Audit

SERIES: 10479

3

TITLE: Working papers

DATES: 1983-

ARRANGEMENT: Chronological by issuance of report in the calendar year.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

RETENTION:

Retain 1 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 33.

AUTHORIZED: 05/12/1999

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then destroy.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Human Services. Bureau of Internal Review & Audit

SERIES: 10479

TITLE: Working papers

(continued)

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305 (2008)

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302 (2008)

Controlled. UCA 63G-2-304 (2008)